



TOWN OF LAUDERDALE-BY-THE-SEA

4501 OCEAN DRIVE • LAUDERDALE-BY-THE-SEA, FL 33308
TELEPHONE (954) 776-0576 • FAX (954) 776-0578

April 1, 2011 ITB # 11-04-01

- 1. PURPOSE:** The Town of Lauderdale by the Sea is seeking proposals from qualified Vendors hereinafter referred to as Vendors for contractual services to perform A/C Maintenance and or replacement.
- 2. INFORMATION AND CLARIFICATION:** For information regarding this project, contact Don Prince, Municipal Services Director at donp@lauderdalebythesea-fl.gov or 954-776-5119. Information provided will be for clarification purposes only. All change orders must be in writing with prior approval from the Assistant Town Manager.
- 3. LICENSE REQUIREMENTS:** All licenses or certificates required by federal, state or local statutes or regulations and applicable to performance as required must be in full force and effect and evidence thereof shall be provided to Town.
- 4. QUALIFICATIONS:** Before a contract will be awarded for the work contemplated herein, the Town may, at its option, conduct such investigation as is necessary to determine the performance record and ability of the proposer to perform the type and magnitude of work specified herein. Upon request, the proposer shall submit such information as deemed necessary by the Town to evaluate the proposer's qualifications.
- 5. REJECTION OF BIDS:** The Town may reject bids for any reason, including without limitation:

 - (a). for budgetary reasons, or,
 - (b). if the proposer misstates, conceals, or omits any material fact in the bid, or,
 - (c). if the bid does not strictly conform to the law or is non-responsive to the request bid requirements, or,
 - (d). if the bid is conditional, or,

(e). if a change of circumstances occurs making the bid unnecessary to the Town. The Town may also waive any minor informalities or irregularities in any bid

6. DESCRIPTION OF SUPPLIES: All materials supplied by Contractor must be new, first rate quality, and up to the standard customarily used in the industry

7. SUBMISSION OF BIDS: Bids must be received by 2:00 pm on Thursday May, 5 2011 at the office of the Town Clerk 4501 North Ocean Dr. Lauderdale By The Sea, Fl. 33308 in a sealed envelope marked A/C Maintenance ITB 11-04-01.

8. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS: Proposers shall comply with all local, state and federal directives, orders and laws as applicable to this bid.

9. INSURANCE REQUIREMENTS: Contractor shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Workers' compensation insurance, employer's liability insurance, and comprehensive liability insurance as indicated below:

General Aggregate	\$1,000,000.00
Products-Comp/Op Agg.	\$1,000,000.00
Personal & Adv. Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Fire Damage (any one fire)	\$50,000.00
Med .Expense (any one person)	\$5,000.00

The policy or policies shall be issued by United States Treasury approved companies authorized to do business in the state of Florida and having agents upon whom service of process may be made in the state of Florida. Contractor shall specifically protect the Town of Lauderdale By-The-Sea by naming said as additional insured under the Comprehensive Liability Insurance Policy. Contractor shall provide to Town a Certificate of Insurance or a copy of all insurance policies required by Town. Town reserves the right to require a certified copy of such policies upon request. All endorsements and certificates shall state that Town shall be given thirty (30) days notice prior to expiration or cancellation of the policy.

10. SPECIFICATIONS: The Town of Lauderdale by the Sea maintains 8 buildings in three locations with approximately 36 various types off A/C units. In the 2009/2010 fiscal year the Town spent approximately \$8,000. Prior to submission of their Proposal, the Proposer is required to travel to all 6 buildings maintained by the Town of Lauderdale by the Sea and become familiar with any conditions that may, in any manner affect the work to be done or affect the equipment, materials and labor. No allowances shall be made because of a lack of knowledge of these conditions

11. SCOPE OF WORK:

11.1: Furnishing the necessary equipment, labor and materials for the performance of this maintenance/replacement contract as outlined herein; AND, A unit price contracting for additional properties as outlined herein;

11.2: Furnish inspection, maintenance, and preventative maintenance services for all Air Conditioning Systems on a monthly basis. Twelve inspection periods per year are required (approximately 29 days apart) during normal business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding Town holidays. Notify the office of the Municipal Services Department upon arrival prior to the performance of any service work; obtain signatures from appropriate Town personnel verifying the amount of time spent on maintenance in the various buildings or departments.

11.3: Additional maintenance services, authorized and approved as needed between inspection periods, at any hour, on any day, when called between 8:00 a.m. – 4:30 p.m., excluding holidays and as outlined below:

A: Emergency service will be available on Christmas, New Year's Day, July 4th, and Easter at any hour at an overtime surcharge above the normal hourly rate for technicians as stated in the proposal.

B: Emergency service will be available after hours (when called after 4:30 p.m. and before 8:00 a.m. weekdays) at any hour at an overtime surcharge above the normal hourly rate for technicians as stated in the proposal.

11.4: REQUIREMENTS: At the time of each inspection, unless otherwise noted, the following services shall be performed:

1. Inspect equipment for refrigerant leaks.
2. Repair all leaks in refrigerant mains.
3. Clean all motor housings.
4. Clean lint and dirt from air-cooled condensers.
5. Adjust tension on all belts.
6. Lubricate all moving parts as needed.
7. Check operating pressures of condensers on all units.
8. Purge air from systems.
9. Check refrigerant in systems.
10. Inspect and adjust all controls as required.
11. Inspect and adjust all valves.
12. Inspect air filters and change replaceable filters and clean permanent filters each inspection period.
13. Clean drip pans, clear or flush drain lines, install chlorine tablets in each pan monthly.
14. Check incoming electric power and circuits.
15. Dust diffusers and return air grilles every month.

11.5: Materials to be furnished at cost plus mark-up are listed below:

1. Air filters, manufacturer recommended or equal.
2. R/22 or compatible gas
3. Belts, manufacturer recommended or equal.

4. Chlorine tablets.

5. All equipment and miscellaneous supplies required for proper maintenance of the systems.

11.6: Inspections and Services

1. Each inspection shall be performed during regular business hours and regular business days of the Town. Contractor shall submit checklist for each inspection and signed copies of worksheet verifying time spent on air conditioning maintenance and inspection work.
2. Customer will be instructed in the operation of equipment to provide for greatest efficiency.
3. The Town of Lauderdale-By-The-Sea will be given preferential service due to this agreement. Service calls will be made the same workday that a work order is issued.
4. Emergency response time will be one hour or less from the time Contractor is notified by the Town.

12. UNITS- AS LISTED, BUT NOT LIMITED TO:

A. 4501 Ocean Drive - Town Hall

1. (1) Air Handler Model #TWE060P13FBO
2. (1) Compressor Model #ZTIR208B1000AA
3. (1) York Unit Model #DM0600A1 AAA1A

B. 4505 Ocean Drive-Jarvis Hall

1. (1) Trane Air Handler Model #TWE180B300EL
2. (1) Trane Compressor Unit I Model # TTA090A300FA
3. (1) Carrier Unit" Model #38AQS008-50
4. (1) Carrier Air Handler Model #40AA006301
5. (1) Compressor Model # UAKA-037 JAZ
6. (1) May tag-Wall Unit Model #MGT12F2A

C. 4501 Ocean Drive-Public Works Garage

1. (1) Unit I Model #W514B10A-B
2. (1) Unit II Model #HBLG5200E
3. (1) Unit III Model #LWHD8000RY6
4. (1) Unit IV Model #MEY12F7E-A

D. 4501 Ocean Drive-Development Services

1. (2) Rudd Air Handler Model #UBHC1IJ07SFD
2. (1) Rudd Compressor Model # UALB-036JAZ
3. (1) Trane Compressor Model #2TTB0036A 1 OOOAA

E. 4501 Ocean Drive-Fire Department

1. (1) Payne Unit Model #PAIZNA036000ABAAA

F. 4201 Ocean Drive- Chamber of Commerce

1. (1) Air Handler Model #UBHC21JIISFC
2. (1) Rudd Compressor Model #UAKA042JAZ

G. 5421 NE 14th Avenue, Fort Lauderdale-Offsite Building

1. (2) York Air Handler side-by-side Model #MIHC060AB
2. (1) Goodman Compressor Model #CKI-42-1-B
3. (3) Goodman Compressors side-by-side Model #CK-49-38
4. (1) Compressor Model #H2RA036S06E
5. (1) Rudd Air Handler Model # UBEA-24JIONFBAI
6. (2) Rudd Air Handler Model # UBHC-24I1SFB

H. 4513 Ocean Drive-Public Safety Complex

1. Unit 1: Bard Wall Unit
2. Unit 2: Friedrich ES12J33B-A 12000 BTU 220 VOLTS
3. Unit 3: Friedrich KS12J30A-3 12500 BTU 220 VOLTS
4. Unit 4: Friedrich SS12L30-0 12100 BTU 220 VOLTS
5. Unit 5: Friedrich KS12J30A 12500BTU 220 VOLTS
6. Unit 6: Friedrich KM18J30A-3 15000 BTU 220 VOLTS
7. Unit 7: BARD WALL UNIT & WHIRLPOOL AC0082XA-0 8250 BTU 110 VOLTS
8. Unit 8: Friedrich KSJ1230A-3 12500 BTU 220 VOLTS
9. Unit 9: Friedrich KSJ1230A 12200 BTU 220 VOLTS
10. Unit10: Friedrich KSJ1230 12000 BTU 220 VOLTS
11. Unit11: Friedrich KS12L10D 11000 BTU 110 VOLTS
12. Unit12: Friedrich KM18J30A-3 18000 BTU 220 VOLTS

13. AIR CONDITIONING SERVICES AGREEMENT MONTHLY MAINTENANCE and HOURLY RATES

1. HOURLY RATE FOR SERVICES DURING REGULAR BUSINESS HOURS
JOURNEYMAN \$ _____
HELPER \$ _____
2. HOURLY SURCHARGE FOR SERVICES AFTER REGULAR BUSINESS HOURS
JOURNEYMAN \$ _____
HELPER \$ _____
3. HOURLY SURCHARGE FOR SERVICES DURING HOLIDAYS AS OUTLINED IN THE AGREEMENT
JOURNEYMAN \$ _____
HELPER \$ _____
4. MARK-UP ON MATERIALS and New Units AT COST, EXCLUDING SALES TAX, SHIPPING and HANDLING % _____
5. MONTHLY MAINTENANCE INCLUDING ALL PARTS, SUPPLIES and LABOR \$ _____

INVITATION TO BID
ITB # 11-04-01

Sealed Bids for the Air Conditioning Maintenance Services Agreement 2011 will be received at the office of the Town Clerk, Town of Lauderdale-By-The-Sea, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida, 33308 until **2:00** p.m., local time, on the 5th day of May, 2011 and will be publicly opened and read soon thereafter. Bids must be sealed in an envelope marked A/C Maintenance ITB 11-04-01. Any bids received after the time and date specified will not be considered. Bid packets may be obtained at the office of the Town Clerk, 954-776-0576.

The project consists of furnishing the necessary equipment, labor, and materials for the performance of streetlight maintenance for streetlight equipment and systems specified in the contract documents.

SunSentinel: April 9, 2010